



The rising STAR of Texas

Assistant Director, Budgeting, Financial Planning & Analysis

Job Code 00001106

General Description

Responsible for monitoring and participating in the development and maintenance of the budget process.

Examples of Duties

Verify calculations, fund availability, and policies for RBC transaction.

Verify that appropriate RBC transactions are converted to accounting (CUFS) transactions by reviewing processing documents and making appropriate corrections.

Prepare adjusted budget data for development of annual budget using several computer programs and interacting with mainframe software and hardware.

Estimate revenues for use in developing departmental and total revenue documents.

Estimate and plan for bond issues and bond reporting.

Review state law concerning existing and proposed courses of action.

Coordinate the activities required to develop the Biennial Legislative Appropriation Request.

Develop document formats and data collection and recording techniques for Biennial Legislative Appropriations Request.

Review and interpret legislative bills to the probable effect they will have on University operation.

Prepare regular and non-scheduled reports and analyses.

Knowledge, Skills, and Abilities

Knowledge of: financial and academic areas used to prepare the legislative budget request; of state funding systems; various responsibilities, reporting lines, and information sources permitted to the University's organization; related outside state agencies; use of computer systems.

Skill in: understanding and exhibiting appropriate behavior and establishing rapport with others; gathering data from several sources and presenting it in logical means using PC hardware.

Ability to: interpret and apply complex legal and procedural documents such as state law, policies, procedures, computer manuals, and procedures; prepare reports, letters, and proposals regarding financial affairs and activities; perform complex math.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements